

**Attachment A: PROPOSED STATE BOARD RULE  
Administrative Rule Review Committee**

**R7-2-614. Administrative Certificates**

A. All certificates are subject to the general certification provisions in R7-2-607 and the renewal requirements in R7-2-617.

**B. Supervisor Certificate -- grades Prekindergarten-12**

1. Notwithstanding a principal or superintendent certificate, the supervisor certificate is required for all personnel, whose primary responsibility is administering instructional programs, supervising certified personnel, or similar administrative duties.
2. ~~The certificate may be renewed with a concurrently held teaching certificate. The expiration date shall be the same as the expiration date of the teaching certificate. The certificate is valid for six years.~~
3. The requirements are:
  - a. A valid ~~standard~~ early childhood, elementary, secondary, special education, career and technical education certificate or other professional certificate issued by the Arizona Department of Education.
  - b. A Master's or more advanced degree;
  - c. Three years of verified full-time teaching experience or related education services experience in a Prekindergarten-12 setting. ~~experience in grades Prekindergarten-12;~~
  - d. Completion of a program in educational administration which shall consist of a minimum of 18 graduate semester hours of educational administration courses which teach the knowledge and skills described in R7-2-603 to include three credit hours in school law and three credit hours in school finance;
  - e. A practicum in educational administration or two years of verified educational administrative experience in grades Prekindergarten-12;
  - f. A passing score on the Arizona Administrator Proficiency Assessment; and
  - g. A valid Class 1 or Class 2 fingerprint clearance card issued by the Arizona Department of Public Safety.
4. ~~A valid supervisor certificate from another state may be substituted for the teaching experience, program in educational administration, and practicum described in subsections (B)(3)(c), (d), and (e).~~

**C. Principal Certificate -- grades Prekindergarten-12**

1. Notwithstanding subsection 4 of this section, ~~the~~ principal certificate is required for all personnel who perform the duties ~~hold the title~~ of principal, assistant principal or others with similar administrative duties.
2. The certificate is valid for six years.
3. The requirements are:
  - a. A Master's or more advanced degree;
  - b. Three years of verified teaching experience in grades Prekindergarten-12;
  - c. Completion of a program in educational administration for principals including at least 30 graduate semester hours of educational administration courses teaching the knowledge and skills described in R7-2-603 to include three credit hours in school law and three credit hours in school finance;
  - d. A practicum as a principal or two years of verified experience as a principal or assistant principal under the supervision of a certified principal in grades Prekindergarten-12;
  - e. A passing score on either the Principal or Superintendent portion of the Arizona Administrator Proficiency Assessment; and
  - f. A valid Class 1 or Class 2 fingerprint clearance card issued by the Arizona Department of Public Safety.
4. ~~A valid principal certificate from another state may be substituted for the teaching experience, program in educational administration, and practicum described in subsections (C)(3)(b), (c), and (d).~~ An individual who holds a valid superintendent certificate may perform the duties of principal, assistant principal or others with similar administrative duties.

**D. Superintendent Certificate -- grades Prekindergarten-12**

1. The superintendent certificate is required for ~~superintendents, assistant or associate superintendents, district chief executive officers regardless of title, and others with similar district level administrative duties~~ individuals who hold the title of superintendent, assistant superintendent or associate superintendent and who perform duties directly relevant to curriculum, instruction, certified employee evaluations, and instructional supervision. ~~In school districts with a student population of fewer than 600, a superintendent certificate shall not be required until June 30, 2005.~~
2. The certificate is valid for six years.
3. The requirements are:
  - a. A Master's or more advanced degree including at least 60 graduate semester hours;
  - b. Completion of a program in educational administration for superintendents, including at least 36 graduate semester hours of educational administrative courses teaching the knowledge and skills described in R7-2-603 to include three credit hours in school law and three credit hours in school finance;
  - c. Three years of verified teaching experience in grades Prekindergarten-12;
  - d. A practicum as a superintendent or two years verified experience as a superintendent, assistant superintendent, or associate superintendent in grades Prekindergarten-12;
  - e. Passing score on the Superintendent portion of the Arizona Administrator Proficiency Assessment; and
  - f. A valid Class 1 or Class 2 fingerprint clearance card issued by the Arizona Department of Public Safety.

4. ~~A valid superintendent certificate from another state may be substituted for the program in educational administration, teaching experience, and practicum described in subsections (D)(3)(b), (c), and (d).~~
5. ~~Individuals who hold an Alternative Superintendent Certificate before the effective date of this rule shall be issued a Superintendent Certificate at the time of renewal. Individuals who were evaluated for an Alternative Superintendent Certificate before the effective date of this rule and who meet the qualifications in effect at the time of evaluation within two years of the evaluation shall be issued a Superintendent Certificate.~~

E. Reciprocity

The Board shall issue an Arizona reciprocal supervisor, principal or superintendent administrative certificate to an applicant who holds a valid equivalent certificate and meets the requirements as set forth in R7-2-614.B.3, R7-2-614.C.3, or R7-2-614.D.3

1. Certificates shall be valid for one year and are nonrenewable.
2. The applicant shall possess a valid fingerprint clearance card issued by the Arizona Department of Public Safety.
3. The deficiencies allowed pursuant to Arizona Revised Statutes in US/Arizona Constitutions, a passing score on all required portions of the Arizona Administrator Proficiency Assessment, fulfillment of Structured English Immersion (SEI) clock hours as required by Board rule shall be satisfied prior to the issuance of any other certificate prescribed in this chapter, except as noted below:
  - a. The applicable Arizona Administrator Proficiency Assessment shall be waived for applicants with a passing score on a comparable assessment from another state or three years of verified full time administrative experience. The three years of verified administrative experience shall have been during the last valid period of the certificate produced from the other state.
4. Only for the reciprocal superintendent certificate, the deficiencies noted below shall be satisfied prior to the issuance of any other certificate prescribed in this chapter:
  - a. Fifteen clock hours of Arizona School law through an accredited college or university or a credited course or workshop through an affiliate of a national association of related profession's professional association or the Arizona Department of Education
  - b. Fifteen clock hours of Arizona School Finance through an accredited college or university or a credited course or workshop through an affiliate of a national association of related profession's professional association or the Arizona Department of Education

**Historical Note**

Adopted effective December 4, 1998 (Supp. 98-4). Amended by final rulemaking at 6 A.A.R. 1132, effective March 10, 2000 (Supp. 00-1). Section R7-2-614 amended by emergency rulemaking under A.R.S. § 41-1026 at 8 A.A.R. 3739, effective August 5, 2002 for a period of 180 days (Supp. 02-3). Emergency rulemaking renewed under A.R.S. § 41-1026 at 9 A.A.R. 522, effective January 31, 2003 for a period of 180 days (Supp. 03-1). Amended by final rulemaking at 9 A.A.R. 1605, effective May 5, 2003 (Supp. 03-2).